

Agenda

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CHILDREN AND YOUTH COMMISSION MEETING

Tuesday, March 29, 2011

City Councilors' Conference Room, City Hall, 1st floor

200 Lincoln Avenue

6:00-8:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 22, 2011
4. Old Business:
 - a. Membership – Joanne LeFrak
 - b. Needs Assessment Report – Fall, 2010
5. New Business:
 - a. Review grant renewal applications
6. Comments from the Chair, Suzanne Gebhart, M.D. and other Commissioners
7. Report from Staff: Lynn Hathaway
 - a. Monthly status report
8. Matters from the Floor
9. Adjournment

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**CHILDREN AND YOUTH COMMISSION
INDEX
March 29, 2011**

Agenda Items	Action	Page No.
Cover Sheet		1
Roll Call	A quorum was declared by roll call, 1 absence. Prospective Member: Joanne LeFrak in attendance as observer.	2
Approval of Agenda	Ms. Hermann moved to approve the Agenda as presented, second by Ms. Gallegos, motion carried by unanimous voice vote.	2
Approval of Minutes:	Ms. Gallegos moved to approve the minutes of February 22, 2011 as presented, second by Ms. Hermann, motion carried by unanimous voice vote.	1-2
Old Business a. Membership b. Needs Assessment	Joanne LeFrak – Her appointment will be approved by City Council on Wednesday, March 30, 2011. Needs Assessment: Staff and commission member review and follow up.	3
New Business a. Review grant renewal applications	30 Grant applications were received and reviewed.	2-3
Comments from the Chair, Suzanne Gebhart, M.D. and other Commissioners	Informational	3-4
Report from Staff: Dr. Lynn Hathaway – Status of Quarterly Report	Informational	4
Matters from the Floor	None	5
Adjournment	There being no further business, the CYC adjourned at 8:10 pm	5

Children and Youth Commission
Tuesday, March 29, 2011
City Councilors' Conference Room, City Hall, 1st floor
200 Lincoln Avenue
6:00-8:00 p.m.

MINUTES

1. Call to Order

The meeting was called to order by the Chair, Dr. Suzanne Gebhart at 6:05 pm in the City Councilor's Conference Room, City Hall, Santa Fe, New Mexico.

Roll Call

In Attendance:

Suzanne Gebhart, M.D., Chair
Sue Anne Hermann
Rev. Jon Anderson
Ernestine Gallegos de Hagman
Dolores Fidel

Excused:

Michael Multari

Staff Present:

Dr. Lynn Hathaway

Others Present:

Joanne LaFrak, Outside Reviewer
Fran Lucero, Stenographer

2. Approval of Agenda

Ms. Hermann moved to approve the agenda as presented, second by Ms. Gallegos de Hagman, motion carried by unanimous voice vote.

3. Approval of Minutes: February 22, 2011

Ms. Gallegos moved to approve the minutes of February 22, 2011 as presented, second by Ms. Hermann, motion carried by unanimous voice vote.

4. Old Business:

A. Membership – Joanne LeFrak

Ms. LeFrak will be approved by the City Council tomorrow night. She will be considered as an outside reviewer until appointed.

B. Needs Assessment Report – Fall, 2010

The Chair asked the Commission members to review the needs assessment report and if there are any substantive changes they should be sent to Dr. Gebhart and/or Dr. Hathaway by email.

Santa Fe County DWI Task Force should be invited to the next needs assessment meeting.

4. New Business

a. Review grant renewal applications – 30 Applications

Process is to do a rapid roll call of the applications. Should the commission feel that there are specific programs that need a more detailed conversation, they will be identified and added time will be given to those programs and identify if these programs need to come in for an interview.

It was confirmed that the amount of money for allocations is \$900,000. Dr. Hathaway distributed the History of Children and Youth Commission funding for the last twenty years.

Mr. Multari also proposed a standard form for the applicants to use in the future which will bring continuity to the review process.

Dr. Hathaway also distributed a mid-year review dated 3/2011.

Dr. Anderson stated that a number of the programs seem to be proposing deficit budgets for the next year; how do we address that issue? The Chair said that she feels it is an important element to take under consideration. Are they going to shut their doors for a lack of money? Dr. Hathaway stated that the program managers have been told that there will not be any more money.

Snapshot of Grant List:

Boys & Girls Club:	Interview and more information.
Challenge NM	Interview and more information.
Citizen Schools	No interview.
Cooking with Kids	No interview.
Fine Arts for Children & Teens	No interview.
Gerard's House	Interview and more information.
Girl's Inc.	No interview.
Girls on the Run	No interview.
Museum of International Folk Art	No interview.
Las Cumbres Community Services	No interview.
National Dance Institute	No interview.
New Mexico Culture NET	No interview.
NM Suicide Intervention Project	No interview.
New Vistas	Interview and more information.
Partners in Education Foundation	Interview and more information on budget. *Dr. Hathaway will contact them and ask for budget before scheduling an interview with them.
PMS Teen Health Center	No Interview.

Randall Davey Audubon Center	No Interview.
SF Children's Museum	Interview and more information.
SFPS Adelante Program	No Interview.
SFPS Agua Fria Elementary School	No Interview, we need to ask them for additional information. If we don't get the response by the end of the week they will need to be interviewed.
SFPS Salazar Elementary School	No Interview, we need to ask them for additional information. If we don't get the response by the end of the week they will need to be interviewed.
SFPS Sweeney Elementary School	Interview: Inquiry on the tutors, ESL, afterschool program and enrichment.
SFPS Teen Parent Center	No Interview.
SF SER Child Development Center	No Interview.
SF Teen Arts Center/Warehouse 21	No Interview. Question regarding the other revenue anticipated; ask for information by Friday. What is the amount from other resources that they have now. They do not have a current city license; inquire?
SF Youth Symphony	Interview, question on deficit budget and strategic planning for expansion.
Southside Music Program	No Interview.
YMCA of Central NM	No Interview.
Youth Shelters & Family Services	No Interview.
Youth Works	No Interview.
	Note: The maximum amount any organization can receive is \$100,000.

The week of April 11th has been set aside for the interviews. Monday, April 11th at 8:30 am -- with 15 minute interviews (3 per hour). Break for lunch, return at 1:30 pm and 2 additional hours to complete the process.

Dr. Hathaway will communicate with agency representatives where questions exist. It was agreed upon that if we cannot get the information we need by Friday, April 1, 2011 they should be invited to be interviewed.

Standardize the renewal application process, (example from Michael Multari), Rev. Anderson will review.

6. **Comments from the Chair, Suzanne Gebhart, M.D. and other Commissioners**

The Chair stated that there should be a plan in place for transition when Dr. Hathaway retires. The retirement date is end of December, 2011 and staff recommendation is to have a replacement in place by September, 2011 if possible. The Chair and Dr. Hathaway will be in close communications regarding this HR matter and keep the commission members informed.

Ms. Fidel volunteered to look in to car seats. She is working on this project.

7. Report from Staff: Lynn Hathaway
a. Monthly Status Report

Grant Balance Sheet: 61% has been expended. The schools have submitted their reimbursement requests. The way they are reporting gets complicated on how they report the numbers in scope of service.

The book is complete and it will be presented to the City Council on April 27, 2011. The Program Administrators, Grantees and friends of the Commission should see the book and they should be invited to the City Council meeting. Each program will get 10 copies, we have 1,000 copies. Don Usner the Photographer will be there. Dr. Hathaway said if the commission members have places that they would like books to be taken to or have Dr. Hathaway make a presentation on the commission, she is happy to do this.

8. Matters from the Floor
None

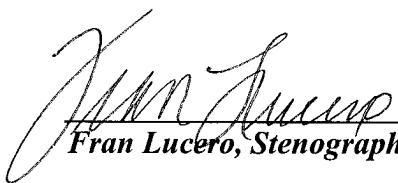
9. Adjournment

The Chair called for adjournment of the meeting at 8:10 pm.

Children and Youth Commission

Signature Page:

Suzanne Gebhart, M.D., Chair



Fran Lucero, Stenographer